

Project Title: Community Computers

Submitting Entity: Central City Public Library

Project Contact Information:

Lynn Manhart
Library Director
16044 15th Avenue
Central City, NE 68826
(308) 946-3290
lynnmanhart@yahoo.com

Total State Funds Requested: \$8,820.70

Section II: Executive Summary

Central City's population is 2880, however the population our library serves is larger due to the smaller surrounding communities. We currently have 3136 number of patrons.

Technology equipment Central City Public Library offers to the public include:

7 computers
a scanner
wireless internet
fax machine
community channel (for public information)
laminator
copy machine
microfilm reader
microfiche reader

Technology services we offer include:

Beginning Computers course (college credits available)
Intermediate Computer courses (college credits available)
1 on 1 (1:1) computer training for adults from high school students
personal computer assistance from our staff
net library
electronic databases
computerized card catalog
numerous educational software for children
broadband access

This project's intent is to replace inoperable computers, parts and outdated software that patrons and staff currently use. All the computers that are in need of replacement are three years or older. Six computers are located in our technology center, and the staff uses three. Our library has broadband access and we want to make the most of this feature with dependable equipment.

Every computer in our technology center (public computers) has parts/drives that are inoperable. The three that the staff uses are over four years old and have parts/drives that are inoperable. The library budget for professional service, new equipment, and equipment repair is limited. Updating the computers will enable the library to continue its mission with providing the public with electronic references (net library, Internet, CD ROM resources, and electronic databases), and educate and provide the public with new technology services and software.

Section III: Goals and Objectives

The project's goal is to offer quality technology services to the public by replacing outdated/inoperable computers.

Outdated

Windows 95: By means of outdated computers, all library computers have Windows 95. our local schools have installed Windows 98 software application. This prevents students from working on there homework here at the library. Replacing Windows 95 with Windows ME they can continue using our computers for future homework projects. My intent is to increase high school patrons.

Windows 4.0. Windows 4.0 has word processor, spreadsheet, and database, however local business and schools are using MS Office. Replacing Windows 4.0 with MS Office patrons can us MS Works, MS Word, Excel, Access and Power Point software. This will broaden the library's scope for compatibility with our community computers.

Norton Anti-Virus Deluxe: The virus protection the library currently uses does not check e-mail. This is a serious problem since most patrons use our computers for that specific task. With the latest Norton Anti-Virus software will scan emails.

Inoperable

By means of inoperable computers, out of the nine computers requested we have 4 CD ROM drives that do not work and need replaced, 2 monitor connectors (internal) need replaced or repaired, 3 monitor units were replaced with other used monitors, 3 computers hard drives have limited memory space, our backup drive works sometimes (leaving us without current backups), 8 sets of speakers inoperable, 1 monitor viewing *pink*, and all computers frequently lock-up and perform "illegal errors" which causes people to completely lose their projects. Because of all of these "problems" the library director spends a large portion of her time troubleshooting patrons error messages,

milking broken parts, calling for professional assistance, and soothing disgruntled patrons over equipment failure.

Section IV: Scope and Objectives

This project will enable the Central City Public Library's mission to continue to serve as an educational, technological, and information center for Central City and the surrounding communities. This project will enable our technology to become more reliable and efficient, and enhance our abilities to educate the community on modern software.

What limits our library from doing this project without outside assistance is our funding. Our city recently purchased, installed, and conducted staff training on our Community Cable Channel. This channel is installed and managed by our library staff, and we are the first and only library in the nation to offer this service. The purpose of this channel is to provide our city with public information. Due to this recent purchase, our library's budget is limited to maintaining our current equipment.

Our Library Board chose Computer Spectrum's bid rather than using a larger company since we currently use their technical support services and we wish to maintain their services. We understand that there are cheaper computers out there, however we will lose that dependable technical support services if we go elsewhere.

Section V: Project Justification

Central City Public Library was recently rated 10th in the Nation when compared to other libraries. Our library strives to maintain this honor. With the approval of this project the our goals of quality service will become a reality. Bringing in new computers with new software will encourage more patrons into our library. Statistical reports showed that the introduction of new equipment increased our circulation years ago. As technology changed, so does the demand. This was reflected from a gradual decrease on computer usage as our equipment aged. Recently our library began offering computer courses and wireless Internet services, our demand of computer usage has once again increased. Our intent on offering courses is to target patrons 35 or older back into our library by exposing them to computers. Our library has recently received a grant to have high school students mentor adults on computers. Also, the library director has contracted out to Central Community College to instruct Beginning Computers and Intermediate Computer courses here at our library. Both programs are working great and show a tremendous increase in computer usage. Our intent with computer replacements is to target patrons 35 or younger. This audience is expected to have some computer knowledge and greater demands on technology. The success of both projects is dependent on the quality of our technology services. If computers do not work they cannot be used. If they are not compatible with what the public is currently using, ours will not be used. If computers do not function properly the quality of services will decline. Our facilities are dependent on technology services. Quality service is what we strive for.

Our library does not have the funding to completely replace our computers that are inoperable/outdated, and our budget is limited for repairs. We can replace one at a time (yearly), and repair a few here and there. The impact of this piecemeal solution will have all computers operate differently. This will cause confusion and frustration with staff and patrons if our services lack consistency.

Section VI: Implementation

The design of the replacement includes 5 computers on the floor that the adults patrons use, 2 computers at the circulation desk, 1 computer to be replaced in the children's library section, and 1 replacement for staff to print off circulation reports, overdues and bills.

When the Library Director conducts computer courses, students (public) will use the two computers used at the circulation desk. This increases the number of students the library can accept for educational classes (from 5 students to 7).

Computer Spectrum included in their bid the costs for delivery and set up. They previously set up the library's networking and are familiar with the Follett software that is currently installed. Training for the new software application (Windows ME) will be conducted here at the library. The staff can attend the courses that are provided for the community for which there is funding available.

Section VII: Technical Impact

The technical impact was described earlier, explained that the replacement of older computers and software would enhance efficiency and dependability of equipment. The dependability of equipment will reduce time and money spent on troubleshooting problems from the director. The biggest problem the library faces is the back-up drive (which occasionally doesn't work). The drive is installed on the same computer the staff retrieves our library's email. The Norton Virus software we currently uses does not check e-mail for viruses. The newer version does. Our library has received three viruses in the past four months. Having emailed services loaded on the same computer that does desk circulation and backup is a critical problem the library faces. Replacing equipment and rearranging system services will eliminate this problem.

Our library has other software loaded on the computers (i.e. Print shop, Adobe Deluxe for scanner, encyclopedia, and more . . .). Installation for these is not included in the bid, or installation costs. The director and staff will reinstall the software. This will save considerable cost.

We already have Fortres 101 loaded on all computers (a security software), and we intend on reusing it to save costs. This software is only 2 years old and the latest version has very few newer features or options.

Section VIII: Risk Assessment

The risk of this project is time. The library will lose time (services offered to the public) during installation. Tim will also be lost while the director and staff reinstalls software. However, time will be gained from the dependability of the computers. There will be less time used troubleshooting errors and malfunctioning equipment.

Section IX: Financial Analysis and Budget (Required)

Provide the following financial information:

	CTF Grant Funding	Cash Match	In-Kind Match	Other Funding Sources	Total
Personnel (1)	Computer Spectrum	Library Funds			
Contractual Services					
• Design					
• Programming and Testing					
• Project management, evaluation, and quality assurance					
• Other (2)	378.00	162.00			540.00
Capital expenditure (3)					
• Hardware	6559.00	2811.00			9370.00
• Software	1883.70	807.30			2691.00
• Network costs					
• Other					
Other Costs					
Telecommunications					
Supplies					
Other operating (4)					
Travel					
Total	8820.70	3780.30			12601.00

1) Personnel: Computer Spectrum, 3341 W. State Street, Grand Island will provide the equipment and services. The Library will match 30% of total charges made by Computer Spectrums bid. Total bid charges are listed in the Totals block.

2) Other: is defined as setup and delivery of equipment.

3) Capital Expenditures:

Hardware: Includes nine (9) computers (Intel Celeron 533, 10 GB Hard drive, 6 MB PC100 SDRAM, 15" Monitor, 8 MB 3D AGP Video, 48x CD ROM, 60 Watt powered speakers, 3D Sound Card, Win Keyboard, 2 mouse button, 10/100 MB netcard) and one 15/30 GB Onstream Tape Drive.

Software: includes 9 office 2000 Pro OEM CD, 9 Windows ME, and 9 Norton Antivirus. (Windows ME and Norton Antivirus software are included in the price of the computers)